



To: Town Council

Fr: Paul Bockelman
Town Manager

Dt: March 18, 2021

Re: Building Project Update - Department of Public Works and Fire Department

As requested, please see an update below for each project including a projected timeline and cost for moving forward:

Department of Public Works Building

Goal: Construct or obtain a new Department of Public Works Building

Location: TBD - Request for Proposals (RFP) to be published March 31, 2021

Budget: \$20 million

Completion: June 2023 (estimated)

Next steps:

- I. **Site Selection:** Publish the RFP in March 2021. The RFP will be advertised in multiple locations for four weeks. Town staff will evaluate proposals and rank the choices in accordance with the uniform procurement law. The proposed location will be presented for review and approval by the Town Council.
 - i. **Estimated cost:** None, performed internally
 - ii. **Appropriation request:** None
 - iii. **Consultant selection:** None
 - iv. **Projected start date:** March 2021
 - v. **Projected end date:** May 2021 (to complete evaluation)
- II. **Owner's Project Manager (OPM) Selection:** OPM selection process will be needed. OPM will represent the Town and help manage the project. An OPM is legally required for a project of this size.
 - i. **Estimated cost:** None, performed internally
 - ii. **Appropriation request:** None
 - iii. **Consultant selection:** None
 - iv. **Projected start date:** May 2021
 - v. **Projected end date:** June 2021 (to complete evaluation)

- III. **Schematic Design:** Schematic design includes site-specific analysis involving existing conditions, environmental and geotechnical investigations, and a traffic impact assessment. This phase will also include preliminary design work related to the net zero bylaw. The final report will include detailed drawings showing all interior spaces, exterior spaces, operational adjacencies and a detailed construction cost estimate.

- i. **Estimated cost:** Not to exceed \$2 million for total design contract. (\$300,000 for schematic design)
- ii. **Appropriation request:** \$2 million in June 2021
- iii. **Consultant selection:** Weston and Sampson (existing consultant)
- iv. **Projected start date:** July 2021
- v. **Projected end date:** October 2021

Town Council Actions:

- I. June 2021 - Request for borrowing authorization and permission to obtain site
- II. June 2021 - Request for borrowing authorization for OPM and Design Services (\$2.6 million)
- III. June 2022 - Request for borrowing authorization for Construction (\$17.4 million less site costs)

Fire Department Building

Goal: Construct a new Fire Department Building located south of downtown

Location: Relocate current Central Station to a newly constructed facility at 586 South Pleasant Street (current site of the Department of Public Works).

Budget: \$15 million

Completion: June 2025

Next steps:

- I. **Site Selection:** Current site of the Department of Public Works
- II. **Owner's Project Manager (OPM) Selection:** OPM selection process will be needed.
 - i. **Estimated cost:** None, performed internally
 - ii. **Appropriation request:** None
 - iii. **Consultant selection:** None
 - iv. **Projected start date:** May 2021
 - v. **Projected end date:** June 2021 (to complete evaluation)
- III. **Schematic Design:** Schematic Design includes site-specific analysis involving existing conditions, environmental and geotechnical investigations, and a traffic impact assessment. This phase will also include preliminary design work related to the net zero bylaw. The final report will include detailed drawings showing all interior spaces, exterior spaces, operational adjacencies and a detailed construction cost estimate.
 - i. **Estimated cost:** Not to exceed \$1.5 million for total design contract. (\$225,000 for schematic design)

- ii. **Appropriation request:** \$1.5 million in June 2021
- iii. **Consultant selection:** Kaestle Boos Associates, Inc. (existing consultant)
- iv. **Projected start date:** July 2021
- v. **Projected end date:** October 2021

Town Council Actions:

- I. June 2021 - Request for borrowing authorization for OPM and Design Services (\$1.95 million). Note schematic design could be performed immediately to help guide Town decision making. The rest of the contract would depend on the timing of the DPW project.
- II. Funding request for construction will depend on how quickly the DPW is relocated.

Other Actions

The Town Manager will create a charge and recruit members to serve on a Town Building Committee to oversee the design and construction of both the Department of Public Works Building and the Fire Department Building. The public notice and recruitment for this Committee will begin in April.

Timeline Overview

Date	Project	Task/Request
March 2021	DPW	Location RFP Released
April 2021	DPW/Fire	Town Building Committee Recruited
May 2021	DPW/Fire	OPM Selection Process Begins
May 2021	DPW	Location Proposals Evaluated
June 2021	DPW	Town Council Approves Location
June 2021	DPW/Fire	OPM Selection Process Applications Evaluated
June 2021	DPW/Fire	Town Council Approves Borrowing Authorizations for OPM and Designer Services
July 2021	DPW/Fire	Schematic Design Begins
October 2021	DPW/Fire	Schematic Design Completed
June 2022	DPW	Town Council Approves Borrowing Authorization for Construction Services
TBD	Fire	Town Council Approves Borrowing Authorization for Construction Services

Please note this timeline will be updated and become much more detailed once an OPM is on board to manage each project.